



# **Bush Kinder Delivery & Collection of Children Policy**

## ***NQS: Quality Area 2***

### **Purpose**

This policy is a special circumstance policy, which augments the main Maribyrnong Kindergarten Delivery & Collection of Children Policy and should be read in conjunction with that policy. This Bush Kinder policy details the specific delivery and collection requirements and procedures for children attending the Bush Kinder program. Only those requirements that are different to the main Maribyrnong Kindergarten Delivery and Collection of Children Policy are listed here.

The requirements of the main Delivery & Collection of Children Policy are applicable to Bush Kinder, including for example, Late Collection of a Child, Authorisation Procedures and Procedures for Unauthorised Collection of Children.

### **Policy statement**

#### **1. Values**

**Maribyrnong Kindergarten** is committed to:

- Ensuring the safe delivery and collection of children participating in Bush Kinder
- Fulfilling a duty of care to all children participating in Bush Kinder

#### **2. Scope**

This policy applies to parents, staff, committee members, authorised persons, volunteers and students on placement working at **Maribyrnong Kindergarten**.

#### **3. Background and legislation**

Refer to Background and Legislation of main Delivery & Collection of Children Policy for legislative requirements in relation to Duty of Care, Supervision and Collection of Children.

Relevant legislation may include but is not limited to:

- *Education and Care Services National Regulations 2011*
- *Education and Care Services National Law 2010*
- National Quality Standard

## 4. Definitions

**Attendance Sheet:** The sheet provided by the centre for the person who delivers and collects the child from the centre, or a staff member, to sign and record the actual time of arrival and departure of each child being cared for or educated by the centre. At Bush Kinder, the attendance sheet is located at the Bush Kinder site.

**Bush Kinder Site:** The Bush Kinder site is in Pipemaker's Park, just off Van Ness Avenue (main entrance to Pipemaker's Park where large round about is near High Point shopping centre)

Refer to map at Attachment 1. Parking for drop off and collection is on Car Park A.

**Delivery / Drop-off Point:** The drop off point is at Pipemaker's Park at the home base Bush Kinder Site as designated in the orientation session and at the area shown on the map at Attachment 1.

**Delivery/Drop-off Procedure:** Refer to Procedures section. **Parking Area:** Parking is available at the park - Car Park A (See map at Attachment 1)

**Pick-up /Collection Point:** The collection point is the same as the drop off/delivery point at Pipemaker's Park Bush Kinder Site at the area shown on the map at Attachment 1. If the Bush Kinder group has been forced to change locations due to safety reasons (eg extreme weather), parents will have been notified by broadcast SMS of the new location for collection, refer to evacuation plan policy.

**Pick-up/Collection Procedure:** Refer to Procedures section

## 5. Sources and related kindergarten policies

### Kindergarten policies

- Delivery & Collection of Children (main kindergarten policy)
- Excursion & Service events Policy
- Bush Kinder Protective Clothing Policy (Bush Kinder Specific)
- Bush Kinder Extreme Weather Policy (Bush Kinder Specific)
- Bush Kinder Identification and Visibility Policy (Bush Kinder Specific)
- Bush Kinder Emergency Evacuation Policy (Bush Kinder Specific)
- Bush Kinder Snake Awareness Policy (Bush Kinder Specific)
- Bush Kinder Dog Awareness Policy (Bush Kinder Specific)
- Occupational Health & Safety Policy
- Incident, Illness, Trauma & Illness Policy
- Clothing Policy

- Sun Protection Policy
- Water Safety Policy
- Supervision of Children Policy
- Learning through Play Policy
- Learning Spaces Policy
- Child Safe Environment Policy

## **Procedures**

### **General**

The Committee is responsible for:

- Providing parents with information regarding the procedures for delivery and collection of their children to and from Bush Kinder, and a summary of this policy prior to their child/ren's attendance at Bush Kinder.
- Ensuring that a copy of this policy is available on request and is easily accessible to parents and staff at all times.
- Ensuring that all parents being aware of this policy and are provided access to the policy at orientation sessions, in written Bush Kinder material and on the Bush Kinder website, and made available upon request.
- Ensuring staff and volunteers are appropriately educated on procedures detailed in this policy.

Staff are responsible for:

- Reading this policy and ensuring that the procedures detailed in this policy are carried out.
- Bringing relevant issues to the attention of the Committee
- Reminding parents of the policy content as required.

Parents are responsible for:

- Reading and being familiar with the policy
- Bringing relevant issues to the attention of both staff and committee
- Supervising their child/ren who are not enrolled in Bush Kinder, such as siblings of a child attending Bush Kinder.

### **Delivery**

**Staff** are responsible for:

- Ensuring the attendance sheet is located at the Bush Kinder site
- Checking the clothing of children arriving at Bush Kinder (Refer to Protective Clothing Policy)
- Checking the attendance sheet after all children have arrived (approximately 20 minutes after the

commencement of the session) and if required, completing entries. This includes checking that children who are signed in are in attendance.

- Reminding parents or authorised persons who do not complete the attendance sheet of the procedures for the delivery and collection of children from Bush Kinder.

**Parents** are responsible for:

- Adhering to the following delivery procedure:
- Signing the child in using the attendance sheet and record the actual time of arrival.
- Placing child's bag/backpack with change of clothes (refer to Protective Clothing Policy) in nominated area
- Ensuring their child is wearing a bracelet with the Bush Kinder phone number (available on arrival each Bush Kinder session)
- Ensure the staff are aware your child is in attendance. **Note:** If on arrival, Bush Kinder is not set up on site, this means that the session has been cancelled (for example, due to extreme forecast weather or staff absence)

## **Collection**

Staff are responsible for:

- Ensuring the attendance sheet is located at the Bush Kinder site.
- Notifying parents by broadcast SMS if the Bush Kinder group has been forced to change locations due to safety reasons (eg extreme weather) and advising them of the new location for collection.
- Checking the attendance sheet as soon as is practicable after all children have departed and, if required, staff will complete entries.
- Requesting parents or authorised persons wishing to speak with staff that they will need to wait until all of the children have departed
- ***Refer to main Delivery and Collection of Children Policy for full procedures relating to releasing children to authorised persons, in the event of an unauthorised person taking the child, and late collection & fees***

**Parents** are responsible for:

- Adhering to the following collection procedure:
- Sign the child out using the attendance sheet and record the actual time of collection.
- Ensure the staff are aware you have collected your child.
- Be responsible for the supervision of the child once signed out, while still at the Bush Kinder site.
- Collect the child's belongings (bag, water, hats)
- Remove child's waterproof clothing and place in dirty clothing bag.
- Being mindful of minimising staff distraction until all of the children have departed.

***Refer to main Delivery and Collection of Children Policy for full procedures relating to collection***

*by authorised person, late collection and late collection fees.*

## **Evaluation**

In order to assess whether the policy has achieved the values and purposes the proprietor (committee) will:

- Seek feedback regarding this policy and its implementation with parents of children participating in the Bush Kinder program. This can be facilitated through discussions and the annual centre survey.
- Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
- Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

**Attachments** Attachment 1: Bush Kinder Map

**Authorisation** Endorsed by the Maribyrnong Kindergarten Committee of Management on ....

## **Review Date**

This policy was reviewed in November 2016 after excursion to Bush Kinder site and;  
This policy will be reviewed every two years and is next due for formal Committee review in **November 2018**, unless deemed necessary earlier.

# ATTACHMENT 1 BUSH KINDER MAP

